

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento CA 95814
(916) 324-1576



September 4, 1986

ALL COUNTY LETTER NO. 86-86
TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: UNACCOMPANIED MINOR REPORTS (ORR-3 AND ORR-4)
REFERENCE: ACL 84-130

Based on a recent review of Unaccompanied Minor (UM) Reports submitted to the Office of Refugee Services (ORS) and to the Federal Office of Refugee Resettlement (ORR), we are issuing the following instructions on the purpose and completion of the required reports in order to correct the following problems:

A. The ORR-3 is the Refugee and Entrant Unaccompanied Minor Placement Report.

This form is used to report initial placement, change of status, (e.g., change of placement, change of legal responsibility, relative reunification, or other) and termination from the UM Program (e.g., emancipation, parental or relative reunification or other). The problems noted in the review are:

1. Data in Section IA is not fully completed: All identifying data in Section IA, items 1-9, must be completed every time an ORR-3 is submitted. Although the reporting of these items appears redundant, it serves to verify that information is accurate and to update data not originally available. A notation should also be provided explaining why certain items are not available (e.g., Social Security number).
2. Incomplete information on sponsoring agency: Several UM Reports lack information regarding the voluntary agency who sponsored or assisted in the placement of the child and in some cases list inappropriate agencies as providing such services. Only two voluntary resettlement agencies are authorized to resettle UMs. These agencies are the United States Catholic Conference (USCC) and the Lutheran Immigration and Refugee Services (LIRS). Counties receiving UMs whose sponsor is not USCC or LIRS should note in Section IB, item 12, why the child is being handled by another agency.
3. Reporting problems: The initial report shall be transmitted to ORS within 30 days of the date of placement. Counties shall transmit the ORR-3 to report a change of status or a final report within 60 days of the date that placement changed, legal responsibility was established or transferred, minor was emancipated, reunited with parents, united with adult(s) other than the parents, or other change of status. It is extremely important that counties provide sufficient information regarding the reason for program termination in order for ORS/ORR to determine the appropriateness of the final report. When transmitting the ORR-3, the county shall keep the goldenrod copy and submit all other copies to ORS.

B. The ORR-4 is the Refugee and Entrant Unaccompanied Minor Progress Report. This form is used to report annually the minor's status, progress, and efforts toward family reunification. Problems identified in the review include:

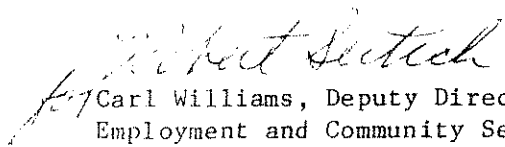
1. Inadequate information on service plans: Copy of the most current case plan (including a plan for services) must be submitted with each ORR-4. ORR is particularly concerned with reviewing the plan for services to better ascertain the progress of each UM. Specifically, the Federal rule requires that a case plan address at a minimum:
 - 1) Family reunification;
 - 2) Appropriate placement of the unaccompanied child in a foster home, group foster care, supervised independent living, or other setting;
 - 3) Health screening and treatment, including provision for medical and dental examination and for all necessary medical and dental treatment;
 - 4) Orientation and counseling to facilitate the adjustment of the child to the American culture;
 - 5) Preparation for participation in American society with special emphasis upon English language instruction and occupational as well as cultural training as necessary to facilitate the child's social integration and to prepare the child for independent living and economic self-sufficiency; and
 - 6) Preservation of the child's ethnic and religious heritage.
2. Reporting problems: The Progress Report is submitted to ORS every 12 months from the initial date of placement. When submitting the ORR-4, the county is reminded to keep the pink copy and submit all other copies to ORS.

All ORR-3 and ORR-4 reports are to be forwarded to:

Office of Refugee Services
 Refugee Support Management Bureau
 744 P Street, M.S. 5-620
 Sacramento, CA 95814

Both forms are available through the State DSS Warehouse.

If there are any questions regarding the completion of these forms, call Mr. Ernie Lynch at (916) 445-0930. Policy questions regarding the UM Program should be directed to Mr. Don Horel, Chief, Policy Unit, Refugee Support Management Bureau, at (916) 323-2131.


 Carl Williams, Deputy Director
 Employment and Community Services Division

cc: CWDA
 Sharon Fujii, ORR Region IX